



UNITED STATES BANKRUPTCY COURT DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT

CLERK OF COURT

The United States Bankruptcy Court for the District of Hawaii is seeking applications for the position of Clerk of Court. The clerk is appointed by the judge of the court. This is a high level management position which functions under the direction of the judge. The clerk is responsible for managing the clerk's office and overseeing the performance of the statutory duties of the office. The position entails a large number of administrative and managerial functions, including, but not limited to:

- * Consulting with and making recommendations to the judge regarding court policies and procedures;
- * Hiring and assigning personnel as well as designating and managing training programs;
- * Preparing and managing the annual budget of the court;
- * Working with various governmental agencies on a variety of matters necessary to court activities such as data processing, fiscal and personnel;
- * Managing and supervising the court's activities in purchasing and financial management;
- * Managing and supervising the court's activities in the processing of bankruptcy cases and adversary proceedings;
- * Overseeing space and facilities issues; and
- * Coordinating the court's information technology systems.

Position location: Honolulu, Hawaii

Starting date: Approximately May 1, 2006.

Salary range: JSP 15 – JSP 16 [\$89,625 – \$131,400 per annum] + 25% COLA rate which is subject to change. There is no locality pay in Hawaii.

Closing date: Position open until filled.

QUALIFICATION STANDARDS

Education: A bachelor's degree from a college or university of recognized standing is required. A postgraduate degree in public administration, business, judicial administration or law is preferred.

Experience: Applicants with a bachelor's degree must have at least 10 years of progressively responsible administrative experience which must include at least five years of employment with a federal court, or federal judicial agency, in a position of substantial management responsibility.

Applicants with a postgraduate degree must have at least 6 years of progressively responsible administrative experience which must include at least five years of employment with a federal court, or federal judicial agency, of which at least three years has been in a position of substantial management responsibility.

CONDITIONS OF EMPLOYMENT

All application information is subject to verification. Appointment to this position is provisional contingent upon a background check, and retention depends upon a favorable suitability determination after a ten-year background investigation. The initial investigation will be updated each five years thereafter. All employees of the judiciary are "at-will" employees in the excepted service. As such, employment may be terminated by either the employer or the employee with or without cause. Judiciary employees are required to adhere to the judicial Code of Conduct. The position is subject to mandatory electronic funds transfer for payment of salary. Applicants must be citizens of the United States of America or be eligible to work in the United States.

BENEFITS INFORMATION

Judiciary employees receive benefits similar to those of other federal government employees, including paid vacation and sick leave and federal holidays; coverage under the federal retirement system; FEHB group health insurance and FEGLI group life insurance. Supplemental benefit programs for judiciary employees include FEGLTD group disability insurance, CNA group long term care insurance, a commuter benefit program and flexible benefit program. Under current law, the COLA portion of an employee's salary is not taxed by the federal government, but is taxed by the State of Hawaii. Reasonable relocation expenses may be available, subject to negotiation and availability of funds.

APPLICATION PROCEDURE

Applicants should submit a letter of interest and a comprehensive resume of education and employment history to **Clerk of Court Search, US Bankruptcy Court, 1132 Bishop Street, Ste. 250L, Honolulu, HI 96813**. This court provides reasonable accommodations to applicants with disabilities. An applicant needing a reasonable accommodation for any part of the application and interviewing process should state a request in the letter of interest